



School of Business Administration

Student Handbook



MBA STUDENT INFORMATION

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WELCOME

On behalf of the Ole Miss School of Business Administration, we welcome you to the University of Mississippi. We are excited you have selected the Ole Miss MBA program, and we wish you the best of luck in your academic endeavors! This document will provide you with the basic operational information to get started in the MBA program. Should you have questions throughout your program, please don't hesitate to contact:

MBA Director of Administration: Ashley McGee, amcgee@bus.olemiss.edu,

Phone: 662-915-5483

Ashley is your first point of contact for the MBA program. She is the primary advisor and daily operations manager for the MBA program. She oversees marketing, recruiting, and admissions.

MBA Faculty Director: Dr. Robert Van Ness, rvanness@bus.olemiss.edu,

Phone: 662-915-5456

Dr. Van Ness is responsible for the MBA academic policies, faculty, and curriculum oversight; he is involved in strategic planning and decision-making for the MBA program.

Records Coordinator: Amy Johnson, ajohnson@bus.olemiss.edu,

Phone: 662-915-2676

Amy is the records coordinator for MBA. She maintains applicant information and the application process.

ACADEMIC INTEGRITY

The School of Business Administration at the University of Mississippi seeks to promote the highest level of ethical standards among its graduates. We ask that you read the code of ethics as outlined on the following website: <http://www.olemissbusiness.com/about/integrity.html>

PROGRAM COMMUNICATION

Throughout the program, you will typically receive weekly emails noting events and action items. We ask that you respond as needed within 24 hours. Please add a signature line to your email, as it is difficult to determine your names via your email addresses. If you are emailing about registration, please also include your student ID#.

CAMPUS PARKING PERMIT

Online Parking Permit Registration Process

1. Visit www.olemiss.edu/parking .
2. Click the My Parking Account link.
3. Log in with your university Web ID and password (select affiliated log-in; do not select guest log-in).
4. Select Purchase Permits.
5. Read instructions on the page, and click next.
6. A list of permits that you are eligible to purchase will appear. Choose one, read and check the boxes below, and click next.
7. Either select an existing vehicle already in the system or add a vehicle to your records by selecting the “Add Vehicle” button. To update a license plate on an existing vehicle, you must add a new vehicle with the new license plate number. Select the correct vehicle from the list. Click next.
8. Select an existing U.S. Postal Service mailing address, or add a new USPS address. Only USPS mailing addresses are valid. Campus departmental, fraternity, sorority and residence hall addresses may not be used. Your permit will arrive at your USPS mailing address within 14 days.
9. For students, click Bursar Account.
10. If your permit does not arrive within 14 days, please call our office at 662-915-7235. On the receipt page, you may click the link to print a temporary permit to place on your dash until the regular permit arrives in the mail. To print your temporary permit, Acrobat or Acrobat Reader (free) is required. You will also receive an email confirmation, which has a link that may also be clicked to print your temporary permit. Please note the temporary permit is only valid on the vehicle associated with the tag number listed.

UNIVERSITY ID CARD

Student ID cards are made at the ID Center from 8:15 AM until 4:45 PM Monday through Friday. Please note, the ID Center has moved to room 155, on the Quad/Fountain/Chapel side, of Paul B. Johnson Commons West. You may have your photo made on site or go online to <http://idcenter.olemiss.edu/getting-one-card/>. Click on “form” to create an account, and follow the instructions to upload or change information. It is **mandatory** for you to have a Student ID and is an important policy of our program. Additionally, the card will allow access to the business building after hours. For questions regarding your ID, please call 662-915-7423.

MBA classes:

All your MBA classes will be held in Conner 110.

CAMPUS AND MBA TECHNOLOGY

SETUP FOR MYOLEMISS:

The ability to access student information services is an important activity for any student at the University. This includes the online student information system, also known as my*OleMiss* and your individual Ole Miss Email access. My*OleMiss* is an online portal in which students may access information concerning their grades, enrollment status, bursar account and financial aid resources. You will need to log back into your application to get your student ID in order to activate your WebID. This WebID serves as a single sign-on to all UM web applications for taking care of university business, such as checking grades and monitoring your bursar account activity. If you have not yet heard from IT, you may self-activate your WebID by following these directions: <http://olemiss.edu/depts/it/getstarted.html#students>. If you have questions, you can contact the help desk at: 662.915.5222 (Email: helpdesk@olemiss.edu)

WIRELESS CONNECTION SETUP

Secure access is available to the Ole Miss Wireless Network which is known as the Ole Miss_v2 Network. The setup instructions are available at the following link: <http://wireless.olemiss.edu/v2.html>.

Note: Username is always your WebID and you may be asked to enter your device PIN code.

COMPUTER HARDWARE REQUIREMENTS

All students are required to have a computer when they begin the MBA program. A personal printer is also very helpful, but not required. PCs are recommended as software in the statistics class is not available for Macs. The computer should be up-to-date and able to run the most current version of Microsoft Office, which is also required.

EMAIL

Each MBA student will be issued an Ole Miss Email address. To activate the Ole Miss Email address, click: <http://www.olemiss.edu/helpdesk/email/>. Please note you will use your student I.D. number accompanied by your date-of-birth. **Ole Miss Email is the official email address that we will use to keep you posted about important MBA updates.**

BLACKBOARD LOGIN

Blackboard is the course delivery system, which the MBA program uses to conduct much of the instructional activity of the curriculum. To log into Blackboard, go to your my*OleMiss* page. You will find the Blackboard link at the top of the page.

ACADEMIC CALENDAR:

Summer, Fall, Spring, and Intersession courses follow the UM academic calendar, unless otherwise noted: <https://registrar.olemiss.edu/academic-calendar/>. Please review the academic calendar as it notes important dates, such as the last day to drop a class without incurring a fee.

CLASS REGISTRATION

You are responsible for monitoring myOleMiss to ensure you are registered in your courses. Most Campus MBA students take courses on a full-time basis, to complete the degree in 12 months. However, you may enroll part-time as well, taking as few as 3 credits each term. Please note that students must enroll in and complete at least one class each semester in the fall and the spring to be considered enrolled in the program. If you choose to drop to zero credits in those semesters, you will need to withdraw and follow the university procedures: <http://www.olemiss.edu/depts/registrar/withdrawal.html>

STUDENTS MUST USE THE WEB TO REGISTER FOR COURSES.

HOW TO REGISTER

- **Step 1 — Choose the courses you will take, and the preferred time (section).**
- **Step 2 — Go to my.olemiss.edu and sign in using your Ole Miss WebID. Select the Registration work set and read the instructions shown.**
- **Step 3 — Select Course Schedule to find the courses you wish to take. Add the desired sections to My Favorites. Once you are done, select Start Registration.**
- **Step 4 — On the registration screen, you will see options that include adding and dropping courses. If you wish to adjust your schedule at a later time, you can return to this screen by selecting Start Registration or Drop/Add Courses from the left menu.**
- **Step 5 — When you have completed registration, be sure to close your browser so no one else may access your schedule.**

CURRICULUM

REQUIRED COURSES

MBA 601 – Leadership and Ethics: Integration of leadership, communication and managerial theory with business practice using case analysis with an emphasis on persuasive, crisis, cross cultural and informative challenges in business interactions.

MBA 611 - Financial Analysis: Managerial and cost accounting fundamentals as well as the use of current techniques for financial analysis, capital allocation, and capital structure.

MBA 606 - Organizational Behavior: The behavior of people in groups and organizations, concepts and theories for leadership, human resource management, as well as the development of student abilities in writing and speaking.

MBA 623 – Strategic Marketing Management: A rigorous overview of business models and issues that change as products or services evolve through a life cycle. The course emphasizes the interrelated view of functional areas within organizations as a foundation for the core skills courses.

MBA 603 - Speaker's Edge Competition: MBA students' speaking skills in the areas of informative, persuasive and ethical dimensions are developed through the coaching involvement of a panel of professional speakers. **In lieu of 603, the online program will deliver MBA 624 Project Analysis*

MBA 631 – Strategic Management (Capstone): Practical application of the knowledge skills acquired in the first-year courses to real business problems and decision environments. The course emphasizes cross-functional integration of tasks and responsibilities to develop effective strategies for problem identification and resolution. **(As the capstone course, students must have satisfactorily completed the following prerequisite courses prior to registering for MBA 631: MBA 611, MBA617, MBA 606 or 622, and MBA 623)**

MBA 612 – Supply Chain Management: This course is the application of analysis and decision-making tools in a business setting, with emphasis on logistics and supply chain management as the fundamental issues facing the modern firm in a changing global marketplace. It provides in-depth coverage of analytical tools that are invaluable to the entrepreneur/manager as he or she is confronted with the design, planning, and operational decisions within the supply chains.

MBA 613 – Management of Technology and Innovation: Highlighting the role of information and computer technology in the modern business enterprise, this course emphasizes the practical application of computer and information technology to real-world problems and decision-making environments.

MBA 622 - Business Planning and Entrepreneurship: With a unique blend of marketing and finance, this course takes students through the entire process of conceiving and planning an e-business start-up. The semester long business-planning project serves as the framework for all instruction. The final business plan encompasses all the necessary components to launch a successful business.

MBA 614 – Managerial Economics: Economic principles applicable to the solution of selected problems facing business decision makers; emphasizing demand theory, production theory, cost estimation, pricing and capital budgeting.

MBA 621 - Statistical Analysis: A critical examination of the theory and assumptions underlying the major multivariate statistical techniques.

MBA 617 - Managerial Accounting: This course provides an understanding of the uses and limitations of accounting information in economic decision-making in a variety of personal, business, and other organizational contexts. The course will also build skills in problem solving, interpersonal communications and the use of computers.

MBA POLICIES

- You are responsible for reviewing and following the terms of the “Statement of MBA Program Policies and Student Responsibilities.”
- Spring, Summer and Fall courses should follow the UM Academic Calendar, unless otherwise noted: <https://registrar.olemiss.edu/academic-calendar/>.
- Please review the academic calendar as it notes important dates, such as the last day to drop a class without incurring a fee.
- MBA students must enroll in and complete at least one class each semester in the fall and the spring to be considered enrolled in the program. Please note that there are two withdrawal dates listed each term on

the Academic Calendar. The first withdrawal date is the last day to withdraw with a refund. The second date is the last date to withdraw from a class and **not** receive a grade.

TEXTBOOKS

To get information about the textbooks required for your courses:

1. Log into my*OleMiss* at my.olemiss.edu
2. Click on registration from the top menu
3. On the left-hand side of the screen, click “my course materials”
4. Select your academic term and year from the pull-down menus
5. Your schedule should appear with required textbooks and ISBN numbers

To purchase through the bookstore website:

<http://olemiss.bncollege.com/webapp/wcs/stores/servlet/BNCBHomePage?storeId=13557&catalogId=10001&langId=-1>

1. Select your term
2. Select your department (MBA)
3. Select your course (they are listed by number)
4. Choose your section
5. Click add course

MBA Professional Development Program

MBAs will access the Professional Development Program in Blackboard under organizations. The events and responsibilities that are a vital part of your MBA experience are listed as Action Items. As you complete each action item, you will be expected to post your participation. The dates of all the components of this program are listed, as well as the points available. Master of Business Administration candidates who master the program with a total of 1000 points or more each semester will be honored at graduation with special cords and a certificate of accomplishment.

Following are the guidelines:

1. Each action item has a designated number of points.
2. Each response must be entered the day of the action item.
3. All students will be eligible for a graduation honor cord based on their level of participation.

For questions regarding professional development, please email Kim Phillips at kphillips@bus.olemiss.edu.

EVENT CALENDAR

You will have various mandatory events outside of class, throughout the year. Advanced notice will be provided so that you can plan accordingly via the weekly previews. **It is recommended you maintain a personal calendar with all important dates and deadlines. You are responsible for keeping this**

information organized, and you are responsible for attending these events. An absence from a professional development activity will require an email ahead of time with the reasoning of your absence. If you are uncertain about a date, please contact the MBA office. Be sure to check the student calendar daily on the Ole Miss MBA website to keep informed of events at <http://www.olemissbusiness.com/programs/mba/>.

CAREER RESOURCES

Handshake is the new online database that lists internships and jobs posted specifically for Ole Miss Students.

- Visit olemiss.joinhandshake.com.
- **Enter** your **Ole Miss** email to join
- Check your email to **confirm account**
- **Set Password**
- **Activate Account**
- **Continue** through Initial Prompts to Home Screen
- **Update** your Account and **Attach Documents**
- **Apply for Jobs & Internships**

College Central Network: College Central Network, Inc. (CNN) is a leading online career management system for colleges and universities, job seekers, and employers. The Ole Miss Business School of Administration utilizes the College Central Network to post jobs, internships and other career related information.

- Log-in to <https://www.collegecentral.com/olemissbusiness> and select *Students* icon at the bottom of the screen.
- You may create an account using your Student ID number.
- Once you are in the system, you will have access to jobs, internships, and career related information exclusive to the Ole Miss Business School.

LinkedIn: Create or update your LinkedIn profile today. Make sure to join the Ole Miss MBA group and the Ole Miss Business group. Also, “Like” the Ole Miss MBA LinkedIn page.

Instagram: Follow @olemissmba

Twitter: Follow @OleMiss_MBA

Career Fairs: Companies travel to Ole Miss each year specifically to recruit students for internships and jobs. Dates and directories for Ole Miss Career Fairs are listed in **Handshake**.

Ole Miss Business Meet the Companies: Meet the Companies is a networking event held exclusively for Ole Miss Business students each semester. Your attendance is required.

Professional Development: The MBA Alumni Board will sponsor several professional development days in the fall and spring. These are fantastic networking opportunities, and your attendance is required. Please take advantage of their willingness to assist you in your career goals.

Speaker’s Edge Competition

In addition to these opportunities, Speaker’s Edge in the Winter Intersession culminates with a list of 60+ visiting corporate and alumni judges. There is ample opportunity for students to make contacts and begin building relationships with these professionals.

Mentor Program

All students are encouraged to participate in the MBA Mentor Program. The mentor program begins in the fall semester. You will receive an email with the bios of the mentors and based on your requirements, you will select your top three choices.

DISABILITIES SERVICE ACCESS

The Office of Student Disability Services (SDS) at The University of Mississippi is committed to ensuring equal access to a quality education for qualified students with disabilities through the provision of reasonable academic accommodations which support University standards and academic integrity. It is the responsibility of any student with a disability who requests a reasonable accommodation to contact the Office of Student Disability Services (915-7128). <http://www.olemiss.edu/depts/sds/index.html>

TAKING A SEMESTER OFF

If you take a fall or spring term off (are not enrolled in courses), you must re-apply to resume courses in a later term. The re-application is a simple formality through the UM Graduate School; you are not required to submit a new resume or other supporting documents. If you take a summer term off but resume enrollment in the fall, no re-application is necessary. As a courtesy, we do ask that you notify the director, Mrs. Ashley McGee by e-mail amcgee@bus.olemiss.edu of your intentions to take a semester off so that we can adequately track you and offer any advice as needed.

If you are receiving student loans, PLEASE be aware of enrollment requirements! Typically, graduate students must be enrolled half-time to maintain loan support; and a break in enrollment of more than 6 months would put you into “re-payment” status. Always check with the financial aid Advisor to be sure your plans will not cause problems.

DRESS CODE

We ask that you **dress in business casual attire throughout the program**, except on Speaker days, when we ask that you dress in business professional attire. Your faculty may specify certain attire for presentations and other in-class events.

Business Casual: Business casual means clean, crisp attire that is appropriate enough to meet a CEO. This is one step below Business Professional. Khaki pants, Polo/golf shirts or button downs, unwrinkled, are an appropriate choice. Women can also wear casual pants, skirts or dresses. The key is clean, crisp and professional.

Business Professional or Interview Attire: In the business world this means a suit for both men and women or at the very least, a suit jacket and dress pants. Women can also wear professional dresses with stockings. When in doubt, go with a basic black or dark blue suit and a solid colored shirt. For interviews you **SHOULD NOT** try to stand out or “reflect your personality” with your attire! Save that for after you are hired.

WRITING & LIBRARY SERVICES

Ms. Ashley S. Dees, Research & Instruction Librarian, Assistant Professor, and Liaison to Business & Economics, aesorey@olemiss.edu or 662.915.7933. Please see document at orientation.

Dr. Claire Mischker, Instructor and Director of the Graduate Writing Center, 915-3173, gwc@olemiss.edu

HEALTH SERVICES

Immunization records must be submitted to Student Health Services,
http://www.olemiss.edu/depts/stu_health/

GRADUATION

Please note that in your final semester you will need to complete a GS8 form:
<https://gradschool.olemiss.edu/current-students/the-end-game-preparing-to-graduate/> to initiate graduation. Once that form is complete the registrar will send you a diploma application via email. It is your responsibility to complete these forms as instructed.

You will also need to purchase regalia. Watch the commencement website for notification of the dates in mid-April: <https://commencement.olemiss.edu/cap-gown-info/>

FINANCIAL AID

For information concerning Financial Aid, please contact Cindy Lee May. Her contact information is:

Ms. Cindy May
Associate Director of Financial Aid
257 Martindale
University, MS 38677
cmay1@olemiss.edu

GRADUATE SCHOOL

For questions concerning Graduate School policies, please contact the following:

Dr. Annette Kluck
Dean of the Graduate School and Professor of Leadership and Counselor Education
101 Graduate House
(662) 915-7474
askluck@olemiss.edu

SUMMARY:

We wish you the best as you begin the Ole Miss MBA degree program. Please stay in contact with the MBA office and address MBA questions to Mrs. Ashley McGee, Director of MBA Administration, amcgee@bus.olemiss.edu.

Ole Miss School of Business Code of Ethics

The School of Business Administration at the University of Mississippi seeks to promote the highest level of ethical standards among its graduates. Pursuant to that end, graduates are expected to follow the norms and standards established by their individual professional organizations in terms of their responsibility toward all stakeholders such as customers, employees, investors, suppliers, channel members, regulators, and society as a whole. Accordingly, they are obligated to familiarize themselves with the professional standards of their particular discipline. The following code of ethics is, therefore, established as an addition to the standards of each individual's professional organization.

Graduates of The School of Business Administration, University of Mississippi should:

- Be forthright and truthful in dealings with stakeholders by serving the best interests of all of the organization's stakeholders including society as a whole.
- Serve as a model of ethical decision-making to others, and always set and exemplify the highest standards of ethical behavior.
- Seek to do no harm, but when they make a mistake, admit it quickly and not try to conceal it.
- Conduct all business in good faith.
- Accept the consequences of their decisions, and take professional responsibility for individual decisions and actions.
- Recognize the basic dignity of all stakeholders by treating others as they would wish to be treated.
- Comply with all the applicable laws and regulations of society and of one's profession.
- Act as society's stewards in facilitating and executing efficient and effective commercial transactions.
- Always execute their professional duties to the best of their capabilities.
- Fulfill their philanthropic and societal responsibilities to stakeholders.

It is important for Graduates of the University of Mississippi, School of Business Administration to adhere to the principles of this code and encourage adherence by others as well.

Statement of Academic Integrity

The School of Business Administration upholds honor and academic integrity in all of its teaching, research, and service activities. All business faculty, staff, and students are charged with the responsibility to behave with personal integrity and to refrain from dishonorable conduct.

Statement of MBA Program Policies and Student Responsibilities

The following items do not represent any changes from the policies and responsibilities that have been in place for at least two years. They are simply restatements and clarifications of those policies and requirements.

Policies:

1. MBA students are bound by the policies of the Graduate School of the University of Mississippi as stated in the Graduate School Academic Catalog at <http://catalog.olemiss.edu/graduate-school/academics>. The policies listed below are in addition to, or restatements of, Graduate School policies.
2. Communications sent to the email or surface mail address that is listed as the student's primary email or surface address in the UM system are deemed to be official and legally binding communications regardless of whether they are read or not. It is the student's responsibility to ensure that a current and correct email and surface address are on file with the University and with the MBA office at all times, and to monitor both addresses with regularity.
3. MBA students must obtain a UM photo ID card with a current photo, and must update that photo as needed to provide an accurate representation of the student's current appearance. That photo is used by faculty and administrators to confirm your identity and it must be current. To update your photo and other official information, go to <http://idcenter.olemiss.edu/getting-one-card/>, click on the PDF icon under "form" to create an account, and follow the instructions to upload your photo or change other information.
4. MBA students must maintain at least a 3.00 grade point average (GPA) in degree coursework (including any transfer credit) with no grade lower than "C" at all times.
5. Any student whose MBA Program GPA falls below 3.00 will be placed on probation for the subsequent enrollment period in which the next 9 credit hours of MBA coursework are completed. The student must rectify all deficiencies during the probationary period to be retained in the program. Grades of "I" (incomplete) during the probation period will not be included in the calculation of the student's GPA at the end of the probationary period; the conditions of the probation must be satisfied based on the other grades earned during the probationary period.
6. Students who are admitted in conditional standing are admitted on probation and must attain at least a 3.0 GPA by the end of the first enrollment period in which they have completed 9 credit hours of MBA coursework to be retained in the program and advanced to full standing.
7. Any student who earns a grade lower than "C" or who earns more than one "C" grade in any enrollment period may be immediately dismissed from the program or placed on probation. The decision for dismissal versus probation will be made based on the overall performance of the student to date.
8. Graduation with an MBA degree requires a minimum 3.00 overall GPA on all coursework applied to the degree. There are no circumstances under which a student with less than a 3.00 GPA can receive the degree. GPAs are not "rounded up" in any way.
9. If a grade lower than "C" (including C-) is earned in any required course, that course must be repeated and a grade of at least "C" must be earned in order for the course to be applied to the degree requirements. A grade higher than "C" may be required in some cases in order to meet the 3.00 minimum program GPA requirement for graduation. Only the grade for the repeated course is included in the overall program GPA for degree certification purposes. The original grade in the repeated course will appear on the student's transcript and in the stated GPA listed on the transcript, but it will not be included in the calculation of the GPA required for degree certification.
10. It is the student's responsibility to immediately inform Mrs. Ashley McGee, Director of MBA Administration if a grade lower than "C" is earned in any MBA course, and to consult with her in a timely manner to be advised of the available options for continuing in the program and rectifying the deficiency.
11. MBA students may repeat only one course during the program, and that course may be repeated only one time. A student can elect to repeat any course (not just one with a grade lower than "C") during the program.
12. It is the student's responsibility to inform instructors and the MBA Office of any special medical or other life events or circumstances that occur during a semester that could affect the student's academic performance and to seek accommodation for such circumstances immediately. Retroactive accommodation after a class has ended and a grade has been awarded is usually not possible. Accommodations will be granted only if they conform to official University policies and guidelines and may require medical or other documentation for approval.
13. MBA students have the right to appeal any administrative action, including academic dismissal. Appeals of academic dismissal should be made in writing, addressed to the MBA Office, and presented to the MBA Faculty

Director as soon as possible following formal notification of the action. All appeals will be reviewed thoroughly, and the student will be notified of the decision as soon as possible.

14. MBA students have the right to appeal the grade received in any course. Grade appeals must follow the official grade appeal policy at <http://catalog.olemiss.edu/graduate-school/academics/grade-appeal>.

Note well: Under the policies stated above, it is possible for an MBA student to take and complete 13 courses (the 12 required courses and one repeated course) and not be granted an MBA degree and have no remaining options through which to obtain that degree.

Important notes and reminders:

1. It is the student's responsibility to read the Notice of Admission to the Graduate School carefully and completely. Students will be held to all of the conditions that are listed on that notice.
2. All financial aid provided by the University of Mississippi requires full-time non-probationary standing to remain in effect. It is the responsibility of the student to understand all conditions of his/her financial aid relating to minimum acceptable academic performance and enrollment requirements. In most cases, any tuition reduction that is associated with an assistantship applies only to fall and spring semester courses.
3. Students with graduate assistantships that have a 20-hour workload on the University campus may not enroll in more than 13 hours per semester without prior approval.
4. If a student withdraws from all classes in a semester, the student must withdraw online at myOleMiss under the "drop to zero hours" link and complete all steps on that page. The withdrawing student must contact all instructors to let them know the student is withdrawing from a course. After the withdrawal date listed in the academic calendar, students may not withdraw except in case of emergency and must obtain approval from the MBA office and the instructors. The grade appeal procedures documented at <http://www.olemiss.edu/depts/registrar/withdrawal.html> must be followed.
5. Should a student withdraw or be dismissed from the Ole Miss MBA Program, it is very likely that no more than two courses could be transferred for credit to another graduate program at the University of Mississippi or any other accredited institution.

You must acknowledge that you have received this Statement of MBA Program Policies and Student Responsibilities. You can turn it in during orientation.

I hereby acknowledge receipt of the Statement of MBA Program Policies and Student Responsibilities:

Signature

Printed Name

Date